


SOG# 505-10	Standard Operating Guideline		
	Cumberland Road Fire Department Inc. Apprentice Firefighter Program	Approved By	
		Steven W. Parrish, Fire Chief	
		Effective Date	Revised Date
		September 23, 1993	January 21, 2020

Purpose:

The Cumberland Road Fire Department welcomes youths between the ages of 16 and 18 and still in High School, to serve in the fire department. The department believes this program offers youths an opportunity to serve the public in a meaningful way while learning new skills and the opportunity to interact with their peers who have the same interests. Due to the nature of firefighting, and the inherent dangers that can be involved with some of these activities, we have developed this guide as a means to protect our young members during this developmental period in their lives.

The number of Apprentice Firefighters within the department, will not exceed four at any time.

Objective:

The objective of the Cumberland Road Fire Departments Apprentice Firefighter Program is to provide a basic foundation in firefighting, medical first responding, and public fire and life safety education to high school students between the ages of 16 and 18 years of age. On emergency scenes, Apprentice Firefighters will operate in support functions only. Apprentice Firefighters will only be permitted to operate in a support role after the initial emergency and only when the scene has been declared safe by the Incident Commander. Apprentice Firefighters shall be closely supervised by a designated Officers, Shift Captain, or a senior firefighter.

Skills to be obtained by Apprentice Firefighters will be accomplished through classroom instruction, hands on practical skill applications, and emergency scene operations. Apprentice Firefighters shall be required to abide by the program’s standards, all Standard Operating Guidelines of the Fire Department, and Youth Employment Laws, as set forth by the North Carolina Department of Labor.

Upon graduation of high school, in concurrence of their 18th birthday, and providing the Apprentice Firefighter has successfully completed all training requirements, shall become either a Trainee Firefighter, or Firefighter II, based on their current NC Fire and Rescue certification status.

Definitions:

Apprentice Firefighter – Youths between the ages of 16 and 18 years of age and enrolled in High School.


Failing Grades – Any grade lower than a “C” or the equivalent number grade.

Participate – Take part.

Perform - Carry out, accomplish, or fulfill (an action, task, or function).

Shall – Mandatory requirement.

Youth Employment Laws - Youths under the age of 18 years of age are required to obtain a “Youth Employment Certificate” from the NC Department of Labor. No work between the hours of 11:00 p.m.

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and 5:00 a.m. when there is school the next day. Exception: When the department receive written permission from both the parents and principal.

Requirements:

Apprentice Firefighters are processed as all other volunteer members of the Cumberland Road Fire Department, in accordance with Standard Operating Guidelines 505-1 “Membership,” and must provide a copy of their most recent report card, parental consent form, and Youth Employment Certificate, issued by the State of North Carolina.

The parents or guardian, shall meet with the Assistant Fire Chief of Training, to discuss, any questions or concerns the parents or guardian may have.

Apprentice Firefighters are subject to and must abide by ALL rules, regulations, polices, and standard operating guidelines as set forth by the Cumberland Road Fire Department.

Apprentice Firefighters will submit, to the Assistant Fire Chief of Training, a copy of their report card from school at the end of each semester or grading period. If any failing grades are reported, the Apprentice Firefighter will be suspended until such time a report from the school is received and passing grades are reported. All progress reports will be retained in the members personnel file.


Apprentice Firefighters suspended from school will also be suspended from the Department, for the duration of the school suspension. It is the apprentice member’s responsibility and expectation to report an incident/occurrence of school suspension to the Assistant Fire Chief of Training or Fire Chief.

If for any reason the Apprentice Firefighter is unable to attend school, to include inclement weather, he/she may NOT be present at the station, attend training, or respond to calls, in any capacity, during school hours until they return to school in full capacity.

Apprentice Firefighters are expected to conduct themselves in a manner consistent with the departments Code of Conduct, at all time to include while away from the department.

Apprentice Firefighters may perform the following:

Respond to the station or to calls during off school hours, with the exception of school nights, on which Apprentice Firefighters will not respond between the hours of 10pm to 7am. If on scene or at the station, the Apprentice Firefighter must depart by 10pm.

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Apprentice Firefighters will be required to completed the departments Pre-basic training orientation packet. The department recognizes that some of the objectives contained within the packet may or may not pertain to or be safe for an Apprentice Firefighter to achieve. The Apprentice Firefighter will be exempt from these objectives.

Attend and participate in training sessions. Apprentice Firefighters may attend “Certification” classes offered through the NC Community College system, with the exception of Fire Control and Hazardous Materials Level I (Ops). A Training Request must be submitted and approved by the Assistant Fire Chief of Training.

Perform non-hazardous duties while at the station under supervision.

Operate tools and equipment under supervision. Gas powered tools such as saw may be operated in training sessions only and only under direct supervision of a senior firefighter or officer.

Operate charged hose lines during training sessions, and during exterior fire ground operations declared safe, and under direct supervision of a senior firefighter or officer.

Apprentice Firefighters are permitted to respond to emergency calls at the discretion of the on-duty Shift Captain or an officer in the absence of the Shift Captain.

Operate in a support function capacity at emergency scenes. Including but not limited to: assisting the driver/operator, assisting in water supply operations, rehabilitation, and/or other support functions, which do not expose the Apprentice Firefighter to hazardous assignments, areas, or atmospheres.

Provide assistances with after incident operations, after the Incident Commander has declared the scene safe.

At the discretion of the Incident Commander, Apprentice Firefighters may be directed to stay in the apparatus, to limit exposure during “serious” incidents, to include but not limited to, fatalities which have occurred at the scene/incident.

Apprentice Firefighters may not perform the following:


Operate any Department owned vehicle.

Perform fire suppression involving structure or vehicles, except in a training environment.

Perform search and rescue activities within a structure, except in a training environment.

Respond to hazardous materials incidents, except for support functions within the COLD zone only.

Respond to any reported or suspected, “Active Shooter Event”.

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Perform any specialized rescue operations, to include, but not limited to, High Angle, Water, or Vehicle Extrication.

Direct traffic at any incident scene.

Response to, any incident, station, or training between the hours of 10pm and 7am.

Participate in, respond to, perform any activities, unsafe, and/or unsuitable for our young members, as deemed by any Officer, Shift Captain, or a senior firefighter.

Responsibilities:

It shall be the responsibility of the Assistant Fire Chief of Training to supervise the Apprentice Firefighter Program.

It shall be the responsibility of the Apprentice Firefighter to abide all provisions within this standard.

Appendix:

Parental Consent Form